

We are currently accepting applications for the following positions:

Internal Positions:

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Vacancy Announcement No. / Position Title

Bangkok

[FSN#2016/105 / Maintenance Supervisor](#)

USAID

[FSN# 2016/115 / Human Resources Specialist \(Team Lead\)](#)

U.S. Mission Bangkok
Vacancy Announcement Number: FSN#2016/105

OPEN TO: Current Employees of the Mission - All Agencies and/or
U.S. Citizen Eligible Family Members (USEFMs),
Eligible Family Members (EFMs), or
Declared Members of Household (MOHs) - All Agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Maintenance Supervisor

OPENING DATE: July 8, 2016

CLOSING DATE: September 22, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8 THB 615,726 p.a.
Not-Ordinarily Resident (NOR): FP-6*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Maintenance Supervisor.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The jobholder is the Maintenance and Repair Supervisor for Facilities Management for U.S. Government-held properties in Bangkok. Assist facilities Engineer to provide engineering knowledge and skills in analyzing problems and determining solutions, and supervise the special assigned projects, and directs and supervises currently 42 multi-skilled tradesmen and foremen.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Two-year full time college or university studies, or high vocational study in the building and construction industry or trade is required.

2. **EXPERIENCE:** Five years' experience in the building trades or construction industry, with additional at least one year Supervisory experience in preparing documents, directing personnel, planning and scheduling of resources, and cost estimating is required.
3. **LANGUAGE:** Level 4 (Fluency) Speaking/Reading/Writing Thai is required and Level 3 (Good Working Knowledge) Speaking/Reading/Writing English is required. A copy of valid TOEIC score of at least 600 is required with your application before the deadline.
4. **SKILLS AND ABILITIES:**
 - Ability to drive vehicle and must have a local driver's license (a copy of Thai driver's license is required with application).
 - Ability to manage large amounts of written data and documentation and ability to read/interpret schematic diagrams, blueprints, technical handbooks and construction documents in both Thai and English.
 - Ability to manage; supervise; and train maintenance workforce.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR

employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification and medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY:

Regional Human Resources Office: Talent Recruitment and Staffing Unit
E-mail Address: bkkrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of

self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother,

stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

USAID

FSN# 2016/115

Human Resources Specialist (Team Lead)

OPEN TO: Internal Candidates Only

POSITION: Human Resources Specialist (Team Lead), FSN-10

OPENING DATE: July 29, 2016

CLOSING DATE: August 11, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-10

SALARY: FSN-10 ₱906,746 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Specialist (Team Lead) to the Executive Office (EXO) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The incumbent is responsible for a wide range of Human Resources (HR) activities for RDMA and client Missions and leads and manages Foreign Services National (FSN) recruitment, FSN contracts, and HR operations and employee services. The incumbent manages a myriad of human resources duties and responsibilities for FSN personnel, including information management, administration and customer service. The incumbent supervises two HR Assistants and two Secretaries (Roving), and provides advice and technical guidance on FSN recruitment, human resources processes, policy and procedures. The incumbent will serve as an alter ego of Regional HR Management Specialist during his/her absence to RDMA and client Mission staff.

MAJOR RESPONSIBILITIES:

1) Recruitment

25 %

- Lead the full range of recruitment and selection process of Locally Employed/Foreign Service National (LE/FSN) staff for RDMA and client Missions. Ensure that post recruitment and USAID contract (procurement) policies and procedures are implemented effectively and fairly, and that all HR related practices are consistently applied. Primary responsibilities include:
 - o Prepare and review FSN position Vacancy Announcements (VA) and advertisements for EXO clearance. Coordinate with EMB/HR and/or directly engage with external institution on posting VAs and advertisements. Ensure that mission recruitment files and

trackers are up to date; summarize recruitment status on a monthly basis. Monitor and ensure timely completion of recruitment activities by following up with responsible staffs.

- Work with the recruiting office to ensure that the selection process is in compliance with current USG/USAID rules and regulations.
- Review selection memo for EXO clearance, perform reference checks, contact successful candidates for their current salary packages, prepare candidates' profile, as well as offer information required for EXO clearance. Prepare information and provide/negotiate the job offer with successful candidates. Coordinate with EMB/HR for clearance process.
- Manage and maintain up-to-date records for temporary workforce program including secretaries (Rovers), temporary contract employees, and TDY/Fellowship assignment (short-term/long-term). Prioritize, source, recruit, employ and assign staff to appropriate office. Serve as the Point of Contact (POC) for Agency FSN fellowship and long-term TDY and coordinate the entire process, including logistical arrangements.
- Supervise and coordinate the Thai student intern program, between all related parties, oversee the selection process, arrival and exit arrangements, and ensure timely evaluation of students' performance.

2) HR Transactional

25%

- Contract and Personnel Action Administration
 - Review, monitor, and manage the entire life cycle of FSNPSC contract (RDMA and client missions) for regular contract, fixed-term contract, and temporary contract employees.
 - Prepare estimated contract budget sheet, relevant memos, contract and supporting documentation. Execute all types of personnel actions, such as PSC contracts and modifications, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, and retirements. Process all Interagency FSN Employee Position Description for payroll; file and ensure proper distribution of relevant documents.
 - Ensure funding is available before initiating recruitment, hiring, and extension documentation.
- Policy support and employee service
 - Ensure that the policies and reference material and documentation are up to date and be responsible for internal communication. Research, verify and support supervisors with policies or regulation reference on matters related to FSN employees.
 - Provide second line support on a broad range of HR service to employees, such as change of bank account, on issues related to Earning and Leave Statement (ELS); manage FSN e-pay slip system; process benefit administration, issue certified letter, and respond to employees' inquiries regarding HR services.
 - Provide information and guidance on issues such as work conditions, attendance and leave policies and compensation and/or refer particularly complex, and highly sensitive or precedent-setting issues to supervisor and Executive Officers.
- In and Out-processing – Facilitate and oversee onboarding and out-processing of LE/FSN employees. Partner with Training Coordinator to provide HR briefing and ensure a completion of check-in process. Advise and process separation action, calculate and verify final pay calculation, conduct/keep records for exit interview, and ensure completion of all related personnel transaction and check-out process.

3) Performance and disciplinary action management

20%

- Monitor and manage FSN performance evaluation process. Provide guidance on matters related to performance management policies, regulations, tools, and procedures, or initiate necessary HR actions on matters relating to disciplinary action, career development or promotion, demotion, and reassignment.

4) Information Management

20%

- Maintain and manage employee information and HR transaction under WebPass Post Personnel System. Coordinate with EMB/HR counterpart to ensure a completeness and accuracy of information between State and USAID WebPass systems. Provide periodic and special reports on LE Staffing Pattern as requested.
- Information and Record
 - o Maintain up-to-date employee, contract, and recruitment files, folders and file room in compliance to regulations. Periodically coordinate the renewal of security clearances. Perform HR annual vital records, file plan submission, and periodic record deposition.
 - o Develop and maintain a tracking system and database reports necessary to manage the recruitment, HR operation, management's decision making and overall efficiency improvement.

The incumbent serves as an alter ego of the Regional HR Management Specialist and is responsible for providing instruction and work guidance to all HR staff to ensure a successful operation during an absence of the HR supervisor.

10%

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** A minimum of a Bachelor's degree in Human Resources Management/Development, Business/Public Administration, Social Sciences or Arts is required.
- (2) **Experience (30 points):** A minimum of four years progressively specialized experience in broad aspect of HR Management such as recruitment, employment, performance management, compensation, or HR transactional function in multi/international organization is required.
- (3) **Language:** Level IV in both English and Thai is required.
- (4) **Knowledge (30 points):** Strong knowledge of principles and practices of Human Resources management including recruitment, position classification, employment, performance management, compensation and benefit system and management, HR transaction management, employee services and HR information management is required. Good working knowledge of local labor laws for all mission support and demonstrates potential to obtain through knowledge of USG HR related policies, regulations and practices is required.

(5) Skills and Abilities (40 points):

- Must have excellent interpersonal and presentation skills with the ability to establish and maintain effective working relationship with others, to communicate well at all levels of the organization.
- Must demonstrate professional maturity and the ability to work with diverse cultures; must have respect for people and must be a team player.
- Must have strong organizational, time management, and customer service skills, and have the ability to work accurately and meet deadlines despite frequent interruptions.
- Must have strong diagnostic, problem-solving, and analytical skills. Must be able to exercise good judgment and discretion in handling confidential materials and matters.
- Must be detailed and process oriented, yet flexible and adaptable to organization needs, conditions, and shift in work environment.
- Must be able to learn and apply a variety of policies, laws, and procedures, and enforce compliance accordingly.
- Must possess computer and office software skills, such as Microsoft word, Excel, power point, e-mail, and Google applications. Must be able to effectively learn and use Agency-specific software related to work area.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: August 11, 2016
